

広報番号： Announcement No.	SRFJPMC-098-09
募集締切日： Closing Date	20 Apr 09
発行日： Date of Issue	30 Mar 09

1.職種名 Job title (等級 Grade <u>8</u> /語学等級 LAD <u>4</u>) Supervisory Engineer (General), #525-8 〔監督技師職（一般）〕 受諾可能な下位等級 Acceptable Trainee Level: 1-7 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員（部隊内） Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka, Production Department (C300), Shop Division (C350), Industrial Support Branch (C352) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> HPT <input type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday thru Friday 月曜日 – 金曜日 勤務時間・休憩 Work Hours/Recess Period: 08:00-16:45/12:00 – 12:45 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties <div style="text-align: center;">See attached sheet</div>			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-7 level in the related work. b. Must be a college or university graduate with specialized education in architectural, civil, mechanical, electrical, or related engineering field, or possess an official engineering license. c. Knowledge of SRF-JRMC facility and equipment functions, procedures, policies and organization structures, etc. d. Knowledge of facility maintenance program, drydock certification program, high quality water plant operation and overhead budget system under C350's responsibility. e. Skill in communicating effectively to coordinate with representatives of other commands, SRF-JRMC internal customers for various facility programs. f. Ability to supervise various projects to repair, upgrade or modify industrial support infrastructure of SRF-JRMC and provide technical assistance to internal/external personnel. g. Ability to develop and update long range facility improvement/maintenance plan, incorporating master shop/office move plan, FIP projects and anticipated reorganizations. h. Ability to supervise subordinate employees. i. Ability to speak, read, and write English at fluent proficiency level. (LAD-4) *An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-7: One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work. If applicant does not have such specialized work experience, possession of doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level. In addition, qualification #b for 1-8 level is also required at 1-7 level. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : 7/8 欄参照 See blocks 7 & 8		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input checked="" type="checkbox"/> 大学卒業証明書又は卒業証書の写し（建築、土木、機械、電気科等）又は関連分野における公的な免許状の写し Copy of Educational Background (architectural, civil, mechanical, electrical or related engineering fields) OR official license in a related field. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	
<p align="center">9. 応募書類提出先 Office to Submit</p> <p>内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.</p> <p>1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVJFORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132)</p> <p>2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.</p>	
<p align="center">10. 事務処理欄 For Official Use</p>	
募集部隊担当者 Activity POC : Ms. Imaizumi / Ms. Satomi 軍電 (DSN) 243-4554 / 4553	
PD No.:SRFJPMC-352-001	PD is accurate and current. Certified by Activity: ho HRO: (3/23)mm3/24 ms 3/25

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

Task List for Branch head of **Industrial Support Branch (C-352)**

PD: Engineer (General), 541-8,
or Supervisory Engineering Technician

1. (30%) Perform as the head of **Industrial Support Branch (C-352)**, supervise various projects to repair, upgrade or modify industrial support infrastructure of SRF-JRMC, and provide technical assistance to C-350/C-350A and/or assigned personnel from other codes/shops representing the command for certain programs regarding planning and execution of facility related industrial support projects.
2. (20%) Develop and update long range facility improvement/maintenance plan, incorporating master shop/office move plan, FIP projects and anticipated reorganizations. Manage, review, verify, and update planning/funding documents, including Navy Facility Assets Data Base, Facilities Requirement Plan Summary, Basic Facility Requirements List (BFR), Facility Planning Documents, Property Record Cards, the Yokosuka Naval Base Master Plan and Capital Improvement Plan, and GOJ FIP projects. Prepare and/or review Special Project documentation, including Form 22, Step II's, Site Approval requests, Criteria Packages for GOJ FIP projects, and various funding request for construction projects.
3. (20%) Manage various programs to support the Industrial Mission of SRF-JRMC, such as Drydock Certification Program, Life Raft Maintenance Facility certification, NAVOSH and Pollution Prevention programs, and energy conservation program etc.
4. (10%) Supervise overall facility maintenance/improvement projects including GOJ FIP projects, Special Projects, and major repair/maintenance projects. Review project drawings and specifications to respond back to contracting agents for project execution. Monitor the progress of design works by NAVFACFE and/or private architect engineers. Attend meeting and provide technical assistance to reflect user's comment.
5. (10%) Coordinate with representatives of other commands, such as PACNAVFACENGCOM planners, NAVFACFE, OICC, ROICC, Army Corps of Engineers. Coordinate with SRF internal customers for various facility projects. Draft outgoing letters and reports for CO in regards to preparing and reporting the certification issues to other agents, such as NAVSEA, NAVFAC, etc.
6. (10%) Assist C-350 in preparation, planning and execution of annual overhead budgets for facility related maintenance projects.
Prioritize projects to execute in accordance with the authorized budget.
7. Perform other related and incidental duties as assigned.

Qualifications: Must be a college or university graduate with specialized education in architectural, civil, mechanical, electrical, or related engineering field, or possess an official engineering license.